



## Forest Heights Police Department Policy and Procedures Manual

Subject:	Parking Citation Procedure			
General Order No.	2016-1	Effective Date:	January 1, 2016	
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### A. Purpose

To establish Forest Heights Police Department (FHPD) procedures, for issuing parking citations.

### B. Policy

All violations of parking regulations will be written on parking citations issued by the FHPD.

### C. Procedures

1. When an officer issues a parking citation the officer will give the violator a payment date of 20 calendar days from the date of issuance of the citation. If the violator wishes to stand trial the violator must notify the FHPD five (5) days before the payment date.
2. If the violator wishes to stand trial, a date of not less than 15 days from the day the FHPD receives the notice of intent to stand trial shall be set.
3. The officer will assign the fine as established on the parking citation fine list issued to FHPD officers. No other fine will be used.
4. Failure to pay the fine by the specified time will result in the fine doubling. The Town of Forest Heights will add additional charges for each 30 days a fine goes unpaid.
5. Officers will place all citations in the Police Clerk's Mail Box at the end of each shift. No exceptions.
6. At no time will an officer accept collateral for a parking violation or any other offense. The violator should be directed to the Administrative Office to pay the fine during normal business hours.
7. Cars that are towed from Town of Forest Heights streets in violations of the "72 hour" ordinance will have a parking citation placed on them at the time they are towed, if one was not previously issued.
8. Officers will vigorously enforce the Town of Forest Heights parking regulations.